COVID-19 Schools Response Team Roles



Roles can be adapted to fit within existing duties as needed.

School COVID-19 Coordinator(s)

- Disseminates new COVID-19 procedures and information to staff/students/families of school.
- Reports COVID-19 cases and close contacts to the District COVID-19 Coordinator.
- Works with School COVID-19 Response Team to oversee school response to COVID-19 cases.

District COVID-19 Coordinator(s)

- Distribute communication and procedures to the School COVID-19 Coordinator.
- Serves as liaison to Public Health Seattle-King County COVID-19 Community Response Team.
- Compiles and updates list of all district confirmed cases and close contacts.

Public Health – Seattle & King County (PHSKC) COVID-19 Community Response Team

- Appoint a liaison to serve as key point-of-contact for District COVID-19 Coordinator regarding guidance and protocols.
- Provide guidance and tools to help schools carry out initial school-related contact tracing with students or staff with COVID-19.
- Link school districts to educational resources regarding COVID-19 mitigation and best practices.
- Provide case investigation with students or staff diagnosed with COVID-19.

Process Map COVID-19 Contact Tracing and Reporting in Schools



School COVID-19
Coordinator(s)

District COVID-19 Coordinator(s)

Public Health – Seattle & King County COVID-19 Community Response Team

Staff or student receives positive COVID-19 result and notifies school

Compile list of close contacts.
Work with school staff to
notify contacts in
coordination with District.
School COVID-19 Coordinator
forwards the contact list to
the District Coordinator.

District Coordinator
maintains and routinely
updates list of case and
close contacts.

Using the online reporting system, District

→ Coordinator informs

PHSKC about confirmed COVID-19 cases.

PHSKC conducts case investigation with confirmed COVID-19 case. Ongoing communication with District COVID-19 Coordinator.

Staff or student exhibiting signs/symptoms of COVID-19 at school Contact family for student pick-up.
Send staff home.
Call 911 if symptoms are severe.

Direct student's family or staff member to contact their medical provider or call 206-477-3977 to be evaluated for COVID-19 testing.

School COVID-19 Coordinator works with the School COVID-19 Response Team to enact all safety and infection control protocols.

Update and send suspected case list to District Coordinator if tracking.

Staff or student informs school of COVID-19 test

Find out why staff/student was tested. Were they:

- Contact of positive case
- Symptomatic
- Other (pre-procedure, random, required... etc.)

Find out test result: positive, negative, or inconclusive.

Treat inconclusive result as positive case.

Refer to King County
Schools COVID-19
Response Toolkit for return to school protocol.